

TITLE, SERIES, GRADE: Assistant Director for Regional Operations, GS-340-15

SALARY RANGE: GS:15: \$115,317 - \$149,000 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-028

AREA OF CONSIDERATION: Government-wide (Status Candidates Only) and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 03/24/08

CLOSING DATE: 04/11/08

DUTY LOCATION(S): Department of Justice, Criminal Division, International Criminal Investigative Training Assistance Program, Washington, DC

NUMBER OF VACANCIES: 1

The International Criminal Investigative Training Assistance Program (ICITAP) is a law enforcement development organization created to assist foreign governments to develop effective, professional, and transparent law enforcement capacity that protects human rights, combats corruption, and reduces the threat of transnational crime and terrorism in support of U.S. foreign policy and national security objectives. ICITAP is the only organization in Department of Justice which has the sole mandate to design and execute international law enforcement development programs.

JOB SUMMARY

- Serves as an Assistant Director for Regional Operations for Europe/Eurasia, reporting to the Deputy Director.
- Responsible and accountable for the effective and efficient management and application of personnel, facilities, equipment, financial, contractor and other resources of the United States Government to the attainment of established goals and objectives for all international law enforcement/criminal justice development assistance projects within the assigned region(s).
- Assists the Director in planning, creating the vision, establishing overall goals and performance standards and evaluating the performance of the assigned region(s) and International Criminal Investigative Training Assistance Program (ICITAP) as a whole.
- Acquires, maintains and applies expert knowledge of the interrelationships between all components of the United States criminal justice system; principal

functions of federal, state and local law enforcement agencies; criminal law and procedure; contemporary law enforcement standards, policies, techniques and technology; and principles of organizational development and management.

- Represents ICITAP in the informal interagency process. Confers and communicates with senior level Federal, state and local criminal justice officials.
- Organizes, directs and supervises in-country assessments of potential host country conditions and criminal justice agencies.
- Leads, manages and supervises staff of widely diverse employees, including planning and assigning work, performance evaluation, providing advice, counsel or instruction to staff, participating in recruitment and selection process.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants should provide a separate narrative addressing each of the Quality Ranking Factor. Failure to address the Quality Ranking Factors may result in a lower rating in the evaluation process.

QUALITY RANKING FACTORS:

- 1) Ability to successfully plan, manage and coordinate the design and delivery of complex and prolonged, international law enforcement development programs;
- 2) Knowledge of contemporary law enforcement standards, policies and practices and demonstrated ability to integrate them into technical assistance and training programs for foreign law enforcement agencies;
- 3) Executive level experience in international affairs, law enforcement and/or Federal, state or local criminal justice environment;
- 4) Ability to interact tactfully and effectively, both verbally and in writing, with senior officials in the Federal interagency process; international organizations such as the United Nations, NATO and the OSCE; officials of foreign governments; and senior foreign law enforcement officials;
- 5) Ability to effectively manage a widely diverse work force in order to establish and maintain a collegial and productive work environment; and
- 6) Ability to successfully apply principles of organizational development and management to create or reinvent a viable, productive, public sector service organization.

DESIRABLE SKILL: Possession of specific language skills related to the assigned region(s) are

desirable. Current region assignments include Europe/Eurasia. Candidates should indicate specific language skill and proficiency, if any, on their application. Applicants claiming language skill and selected for consideration may be tested to determine proficiency level. (Language skill is not required in order to be considered for the position.)

SELECTIVE PLACEMENT FACTOR: To be considered for this position, applicants must address the selective placement factor. Failure to address will result in non-consideration for this position.

Previous senior management experience with post-conflict or institutional reform in Balkans region.

EVALUATION METHODS: Applicants meeting minimum qualifications will be further evaluated on the extent and quality of their experience, and the degree to which their total experience and training demonstrates the Quality Ranking Factors.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please apply to vacancy announcement 08-CRM-JC-DEU-028.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:
CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs dated within the last twelve (12 months).
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications mailed in government franked envelopes will not be accepted this includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- This is a permanent full-time position.
- This position is subject to a one-year supervisory/managerial probationary period, if one has not yet been completed.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation

process.

-Failure to address the Selective Placement Factor will result in non-consideration for this position.

- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position requires a security clearance. This position is subject to a drug test by urinalysis.

- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

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